RECORDS REPORT SYSTEM
Guide to the 10 RRS Reports
for Agency Users

Overview of the reports:

➢ The RRS reports allow agency users to create, view, and print reports that sort and organize the information in a department's RRS records. This guide tells how to create the reports. It also suggests ways to use the reports to manage records and information.

➢ There are ten RRS reports available to agency users:

How to find the reports:

➢ Log in to the RRS agency site at **web.higov.net/oip/rrs**.

> ➢ The ten RRS reports are listed with bullets on the welcome screen.

> ➢ Click on the name of the report you want to create.

Records Report System Maintenance

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Welcome to the Office of Information Practices
Records Report System Administration Website

To add, edit, and delete your RRS Records, click on one of the options to the left.

To view the public Records Report System website, go here.

To view the reports, select one of the reports below.

- Record Name and RSN Report
- Agency Organization & Codes Report
- Record Names By Agency Organization with Last Change Date Report
- Records by Form Number Report
- Records by Access Classification Report
- Records by Retention & Officer Information Report
- Records by Information Type Report
- Records by Categories of Individuals Report
- Media Types by Record Name Report
- Lawsuits Report

For help, visit the OIP's RRS page.

How to create and use the reports:

> ➢ Follow the instructions for the type of report you want to create. This guide points out the **on-screen instructions** and also offers some **tips**.

> ➢ For each report there are suggestions for using the report for **records management**. This may involve viewing the report for one's own department, and also viewing the report for other departments. Agency users will find other uses for the reports as they work with them.

> ➢ For best results, make this a **hands-on** activity. As you follow the instructions below, log in and create each report for your department, or another department. This is just a view-and-print activity, so you won't be changing any data on the RRS. When you print a report, there is room to write notes on the printed report.

1. **RECORD NAMES**
    Record Name and RSN Report

    This report gives a list of a department's record names. It can be sorted alphabetically by record name or agency name, and numerically by record number.

    - At the welcome screen, **select the report**.

    - At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.

    ## Records Report System Maintenance

    ### Record Name and RSN Report

Choose Department	SOH/ HUMAN RESOURCES DEVELOPMENT/ DHRD
Sort By	○ RSN
	● Record Name
	○ Department
	○ Agency Name
	○ Agency Abbreviation
Run Report	

    - At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by record name, by department, by agency name, or by agency abbreviation. The most useful ways to sort are by record name or by agency name.

    - At the same screen, click on **"Run Report."**

- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.

Records Report System Maintenance

Record Name and RSN Report

Total count: 154 as of August 6, 2004, 10:03 am

RSN	RECORD_NAME	DEPARTMENT	AGENCY_NAM	ABBREV
35787	ACCIDENT REPORT	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
20628	ALLOTMENT ADVICE	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
22409	ANNUAL INVENTORY REPORT OF PROPERTY	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
19889	ANNUAL REPORT INCENTIVE & SERVICE AWARD PROGRAM	SOH/ HUMAN RESOURCES DEVELOPMENT	EMPLOYEE RELATIONS DIV	DHRD-ERD
22460	ANNUAL SUMMARY OF INVENTORIES REPORT	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
35779	APPLICATION FOR FAMILY LEAVE (FAMILY & MEDICAL LEAVE LAW)	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
35780	APPLICATION FOR FAMILY LEAVE UNDER STATE FAMILY LEAVE LAW	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
18542	APPLICATION FOR LEAVE OF ABSENCE	SOH/ HUMAN RESOURCES DEVELOPMENT	OFFICE OF THE DIRECTOR	DHRD-DIR
18543	APPLICATION FOR TRANSFER OF VACATION AND SICK LEAVE CREDIT	SOH/ HUMAN RESOURCES DEVELOPMENT	OFFICE OF THE DIRECTOR	DHRD-DIR
35793	APPLICATION FOR USE OF SCHOOL BUILDING, FACILITY OR GROUNDS	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
35774	APPLICATION OF MEMBER FOR RETURN OF CONTRIBUTIONS	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
20372	APPROPRIATION SYMBOL TRANSACTION ANALYSIS	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
13326	APPROPRIATION WARRANT	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
18699	ATTENDANCE AND LEAVE RECORD	SOH/ HUMAN RESOURCES DEVELOPMENT	OFFICE OF THE DIRECTOR	DHRD-DIR
13329	AUDIT CORRECTION SLIP	SOH/ HUMAN RESOURCES	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO

- **Using this report:** This is a basic report because it lists all the record titles a department has entered in the RRS. It can serve as an index to a department's RRS report, and as an inventory of department records. It can also be used to view another department's RRS records.

Sort by **agency name** to see which records each agency within the department has reported. Sort by record name to find a particular record quickly, and to see which record title has been reported by more than one agency.

Sort by **record number** (RSN) to place the older records first in the list. Each record added to the RRS receives a unique record sequence number, so that newly entered records receive higher numbers.

The **agency abbreviation** column may reveal missing abbreviations. To update agency abbreviations, contact the OIP. The OIP will then add and edit agency abbreviations as needed.

To view the **full record report** for any of these records, select the record number in the RSN column.

Full record report for RSN 35787 ("Accident Report"), page 1 of 4:

GENERAL INFORMATION

RSN	35787
Agency	SOH/ HUMAN RESOURCES DEVELOPMENT / ADMINISTRATIVE SERVICES OFFICE/ DHRD-ASO
Agency Abbrev	DHRD-ASO
Record Name	ACCIDENT REPORT
Short Name *	ACCIDENT REP
Common Name	
Form No	HRD 404 rev 2/2000
Officer Title	DEPARTMENTAL PERSONNEL OFFICER
Officer Name *	WEE, LENORA
Off Phone	587-1066
Off Location	235 South Beretania StreetLeiopapa o Kamehameha BuildingHonoluluHI96813

ACCESS CLASSIFICATION

10. Access	CONFIDENTIAL — No public access permitted.
13. Rationale	This record contains information protected from required agency disclosure by the UIPA's "clearly unwarranted invasion of personal privacy" exception, including information relating to an individual's medical, psychiatric, psychological condition, social security number, home address, birth date and marital status.
14. Legal Authority	Hawaii Revised Statutes
14. Section	92F-14(b)(1)
14. Legal Authority	Hawaii Revised Statutes
14. Section	92F-14(b)(4)
14. Legal Authority	Hawaii Revised Statutes
14. Section	92F-13(1)
14. Legal Authority	
14. Section	

2. DEPARTMENT ORGANIZATIONDEPARTMENT ORGANIZATION
   Agency Organization & Codes Report

This report gives a list of a department's agencies. It can be sorted by agency structure ("agency code") or alphabetically by agency name.

- At the welcome screen, **select the report**.

- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.

Records Report System Maintenance

Agency Organization and Codes Report

Choose Department	SOH/ COMMERCE & CONSUMER AFFAIRS/ DCCA
Sort Order	○ By Agency Name
	● By Agency Code

Run Report

- At the same screen, select how the report will be **sorted**: by agency name (alphabetically) or by agency codes. Sorting by agency code will give you the department's organizational structure, by divisions, branches, sections, and units. The department name will appear first. It is this department name that can be used when adding a common record to be reported once for the entire department (centralized reporting).

- At the same screen, click on **"Run Report."**

- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the agencies in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.

Records Report System Maintenance

Agency Organization and Codes Report

Total government agencies: 54 as of August 6, 2004, 11:20 am

AGENCY	CODE
SOH/ COMMERCE & CONSUMER AFFAIRS	A430000000000
OFFICE OF THE DIRECTOR	A430100000000
ADMINISTRATION	A430101000000
FISCAL STAFF	A430102000000
ACCOUNTING SERVICES	A430102010000
CASHIERING SERVICES	A430102020000
OFFICE SERVICES STAFF	A430103000000
PERSONNEL STAFF	A430104000000
REGULATED INDUSTRIES COMPLAINTS OFC	A430200000000
ADMINISTRATION	A430201000000
LEGAL STAFF	A430202000000
INVESTIGATION STAFF	A430203000000
CONSUMER RESOURCE CENTER	A430204000000
OFFICE OF ADMINISTRATIVE HEARINGS	A430300000000
ADMINISTRATION	A430301000000
LEGAL STENO SERVICE	A430302000000
INFORMATION SYSTEMS/COMM OFFICE	A430500000000
DIVISION OF FINANCIAL INSTITUTIONS	A430600000000
BUSINESS REGISTRATION DIVISION	A430700000000
ADMINISTRATION	A430701000000
OFFICE SERVICES STAFF	A430702000000
DOCUMENTS REGISTRATION BRANCH	A430703000000
DOCUMENTS INFORMATION SECTION	A430703010000
DOCUMENTS PROCESSING SECTION	A430703020000
RECORDS SECTION	A430703030000
SECURITY COMPLIANCE BRANCH	A430704000000
SECURITIES ENFORCEMENT BRANCH	A430706000000
CABLE TELEVISION DIVISION	A430800000000
OFFICE OF CONSUMER PROTECTION	A430900000000
ADMINISTRATION	A430901000000
LEGAL BRANCH	A430902000000
INVESTIGATION BRANCH	A430903000000
GENERAL LANDLORD-TENANT INV SEC	A430903020000
GENERAL INVESTIGATION SECTION	A430903030000
HAWAII INVESTIGATION SECTION	A430903040000
MAUI INVESTIGATION SECTION	A430903050000
INSURANCE DIVISION	A431100000000
ADMINISTRATION	A431101000000
EXAM & AUDIT SECTION	A431103000000
ACCREDITATION SECTION	A431103010000
RATE & POLICY ANALYSIS BRANCH	A431104000000
LICENSING BRANCH	A431105000000
COMPLAINTS & ENFORCEMENT BRANCH	A431106000000
CAPTIVES BRANCH	A431107000000
HEALTH BRANCH	A431108000000
PROFESSIONAL & VOCATIONAL LICENSING	A431200000000
ADMINISTRATION	A431201000000
EXECUTIVE SECRETARIES	A431203000000
LICENSING BRANCH	A431204000000
APPLICATION SECTION	A431204010000
RECORD SECTION	A431204020000
EXAMINATION BRANCH	A431205000000
REAL ESTATE BRANCH	A431206000000
DIVISION OF CONSUMER ADVOCACY	A431300000000

- **Using this report:** This is a unique report within the RRS because it lists agencies instead of records. Each RRS record is tied to an agency, so it is important that the names and organization of agencies within a department be kept up to date.

Report agency name and organization changes to the OIP. The OIP will then update the agency names and organization in the RRS. These changes will then be reflected in the RRS reports and also in the agency pulldown menus used to create reports and to add or edit records.

This report can be printed and serve as an introduction to a department's agencies and organization. The report can also be used to view another department's organization.

3. **LAST UPDATED**
   Record Names By Agency Organization
   with Last Change Date Report

This report gives a list of a department's record names, with the date each record was last updated on the RRS. The report can be sorted alphabetically by record name or agency name, chronologically by date of last update, and numerically by record number.

- At the welcome screen, **select the report**.

- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.

Records Report System Maintenance

Record Names By Agency Organization With Last Change Date Report

Choose Department	SOH/ UNIVERSITY OF HAWAII/ UH
Sort By	◯ RSN
	◯ Record Name
	◯ Last Update
	◯ Department
	◉ Agency Name
	◯ Agency Abbreviation
Run Report	

- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by date of last update, by record name, by department, by agency name, or by agency abbreviation. The most useful ways to sort are by record name, by agency name, or by last update.

- At the same screen, click on **"Run Report."**

- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.

Records Report System Maintenance

Record Names By Agency Organization With Last Change Date Report

Total count: 509 as of August 6, 2004, 11:40 am

RSN	RECORD_NAME	LAST_UPDATE	DEPARTMENT	AGENCY_NAM	ABBREV
36320	FHAU022- FA FEED-FIN ACCTG BATCH RECORDS GENERATED (BANK 30)	07/28/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36109	HPSL/NSL Fiscal Operations Analysis - Consolidated	07/29/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36182	Vendor Maintenance Form - Epurchasing	07/27/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36324	FHMR755-NON-IMPOSED ASSESSMENT-WC & UIC	07/28/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36368	RBMR065I-AR DOCUMENTS IN PROCESS	07/28/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36339	FBSP090D/FBMR090-ACCOUNT SUMMARY & TRANS LISTING	07/29/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36405	FHQR423H-SUMM OF EXPENDITURES AND CASH ADVANCES	07/29/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36146	Funds Advanced Year-to-Date - Program Sort	07/29/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36214	HPSL/NSL Term Date Report	07/29/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36399	FMIS Modification Request	07/29/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36318	FHAU020B-INVALID PAYROLL ACCOUNTS LIST	07/28/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36112	NDSL/INST Operations Analysis - Cons (03570-03579)	07/29/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36180	Imprest Check Replenishment	07/27/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36366	RBMR065F, G-ACCOUNT RECEIVABLE	07/28/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36271	Building Component Report	07/27/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36415	FMIS Security Non-Disclosure Form	07/29/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36144	VAR042AM - Report of Payments - Form 1042 (Monthly)	07/27/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36212	Collection Agency Recovery Analysis Report - Program Number	07/29/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36268	SAS 70 Report	07/29/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36441	RBYR030D-POST OUTSTANDING YREND ALLOW ENTRIES TO ARS-CONSOL	07/29/2004	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36316	VBMR094-OUTSTANDING CHECK LIST	07/28/2004	SOH/ UNIVERSITY OF	FINANCIAL MANAGEMENT	UH/FIN-MGT

- **Using this report:** Because of the "last update" feature, this report is useful for those who are updating records for their department. Sorting by **last update** provides a detailed progress report, as well as an overview of the department's updating on the RRS.

Sort by **agency name** to see when the records of an agency within the department were last updated. Sort by record name to find a particular record quickly.

Sort by **record number** (RSN) to place the older records first in the list. Each record added to the RRS receives a unique record number, so that newly entered records receive higher numbers and will appear at the end of the list.

To view the **full record report** for any of these records, select the record number in the RSN column.

4. **FORM NUMBER**
   Records by Form Number Report

This report gives a list of a department's record names and form numbers. It can be sorted alphabetically by record name or agency name, and numerically by form number or record number.

- At the welcome screen, **select the report**.

- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.

- At the same screen, select the **scope** of the report: you can select all department records, forms only, or non-forms only.

- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by form number, by record name, by department, by agency name, or by agency abbreviation. The most useful ways to sort are by form number, record name, or by agency name.

- At the same screen, click on **"Run Report."**

- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.

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Records by Form Number Report

Total count: 150 as of August 6, 2004, 11:56 am

RSN	FORM_NO	RECORD_NAME	DEPARTMENT	AGENCY_NAM	ABBREV
35765	1-A Revised 12/84	DESIGNATION OF BENEFICIARY (CONTRIBUTORY RETIREMENT PLAN)	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
13334	ADM-MP-001 06/92	REQUEST FOR VEHICLES AND DAILY TRAVEL LOG	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
13324	AF030	CHECK DISBURSEMENT LIST – PETTY CASH SYSTEM	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
22462	AGS 17-A r 6/87	DETAIL INVENTORY OF PROPERTY	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
22460	AGS 17-B r 5/85	ANNUAL SUMMARY OF INVENTORIES REPORT	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
22465	AGS 18 r 7/86	TRANSFER OF PROPERTY INTRA AND INTER DEPARTMENTAL	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
22461	AGS 34	CERTIFICATE OF DISPOSAL	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
22464	AGS Form 16	INVENTORY OF MATERIALS AND SUPPLIES	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
22472	ARM 5 rev 2/99	RECORDS TRANSMITTAL AND SHELF LIST	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
22469	ARM 6 rev 2/99	RECORDS INVENTORY	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
22467	ARM 7 rev 2/99	RECORDS DESTRUCTION REPORT	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
35792	BO-2	STATEMENT INDEMNIFYING STATE AGAINST LIABILITY CLAIM	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
35786	DHRD Form 412 r1996	TIME OFF FOR TREATMENT OF INDUSTRIAL INJURY	SOH/ HUMAN RESOURCES DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICE	DHRD-ASO
18699	DHRD Form 7 r1/1/95	ATTENDANCE AND LEAVE RECORD	SOH/ HUMAN RESOURCES DEVELOPMENT	OFFICE OF THE DIRECTOR	DHRD-DIR
19074	DPS 150 (Rev. 05/92)	POSITION REVIEW FOR CIVIL SERVICE EXEMPTION	SOH/ HUMAN RESOURCES DEVELOPMENT	OFFICE OF THE DIRECTOR	DHRD-DIR
10126	DPS 206 r 09/01/66	POSITION CLASSIFICATION FORM	SOH/ HUMAN RESOURCES DEVELOPMENT	EMPLOYEE CLASS & COMPENSATION DIV	DHRD-ECCD
10115	DPS 237 10/18/83	REQUEST SEL CERTIFICATION ELIGIBLES FOREIGN LANGUAGE SKILLS	SOH/ HUMAN RESOURCES DEVELOPMENT	EMPLOYEE CLASS & COMPENSATION DIV	DHRD-ECCD
17970	DPS 410 rev 11/98	DHRD SPONSORED COURSES REGISTRATION FORM	SOH/ HUMAN RESOURCES DEVELOPMENT	EMPLOYEE RELATIONS DIV	DHRD-ERD
18457	DPS 410A	DPS SPONSORED COURSES COMMUNITY COLLEGE/UH REGISTRATION FORM	SOH/ HUMAN RESOURCES DEVELOPMENT	EMPLOYEE RELATIONS DIV	DHRD-ERD
18101	DPS 410B	DPS SPONSORED COURSES CONSULTANT REGISTRATION, CONFIRMATION	SOH/ HUMAN RESOURCES DEVELOPMENT	EMPLOYEE RELATIONS DIV	DHRD-ERD

If a record name shows a blank in the form number column, the record has been reported as not being a form. If a record name shows "NFN" (no form number) in the form number column, the record has been reported as a form with no form number assigned.

- **Using this report:** This report gives departments a tool for managing its forms. It displays an inventory of the department's forms and records that are non-forms. It can also be used to view a list of another department's forms.

   The report will show the forms, including revision dates, being reported by agencies within the department.

   To view the **full record report** for any of these records, select the record number in the RSN column.

5. **ACCESS CLASS**
    Records by Access Classification Report

This report gives a list of a department's record names, with the access classification for each record. It can be sorted alphabetically by record name or agency name, and also by access classification (public, confidential, etc.).

- At the welcome screen, **select the report**.

- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.

Records Report System Maintenance

Records by Access Classification Report

Choose Department	SOH/ LEGISLATIVE AUDITOR/ LAO
Sort By	○ RSN
	● Record Name
	○ Access Classification
	○ Department
	○ Agency Name
	○ Agency Abbreviation
Run Report	

- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by record name, by access classification, by department, by agency name, or by agency abbreviation. The most useful ways to sort are by record name (alphabetically), by access classification, or by agency name.

- At the same screen, click on **"Run Report."**

- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.

Records Report System Maintenance

Records by Access Classification Report

Total count: 307 as of August 6, 2004, 12:13 pm

RSN	RECORD_NAME	ACCESS_CODE	DEPARTMENT	AGENCY_NAM	ABBREV
26367	ADMINISTRATIVE CONTESTED CASE HEARINGS PLEADINGS & DOCS	CONFIDENTIAL/CONDITIONAL ACCESS -- Access permitted only to those persons, or under those conditions, described by specific statute(s).	SOH/ LEGISLATIVE AUDITOR	STATE ETHICS COMMISSION	SEC
26371	ADVISORY OPINION	CONFIDENTIAL/CONDITIONAL ACCESS -- Access permitted only to those persons, or under those conditions, described by specific statute(s).	SOH/ LEGISLATIVE AUDITOR	STATE ETHICS COMMISSION	SEC
26429	AGREEMENT FOR SERVICES	PUBLIC -- Public access required.	SOH/ LEGISLATIVE AUDITOR	STATE ETHICS COMMISSION	SEC
16441	ALLOCATION OF TIME (B&F REQUEST)	PUBLIC -- Public access required.	SOH/ LEGISLATIVE AUDITOR	SOH/ LEGISLATIVE AUDITOR	LAO
21408	AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (ASPA)	PUBLIC -- Public access required.	SOH/ LEGISLATIVE AUDITOR	SOH/ LEGISLATIVE AUDITOR	LAO
21265	ANNUAL INVENTORY REPORT OF PROPERTY	PUBLIC -- Public access required.	SOH/ LEGISLATIVE AUDITOR	SOH/ LEGISLATIVE AUDITOR	LAO
26154	ANNUAL INVENTORY REPORT OF PROPERTY	PUBLIC -- Public access required.	SOH/ LEGISLATIVE AUDITOR	STATE ETHICS COMMISSION	SEC
26425	ANNUAL OCCUPATIONAL INJURIES AND ILLNESSES SURVEY/OSHA	PUBLIC -- Public access required.	SOH/ LEGISLATIVE AUDITOR	STATE ETHICS COMMISSION	SEC
26423	ANNUAL SUMMARY AND TRANSMITTAL OF U.S. INFORMATION RETURNS	CONFIDENTIAL -- No public access permitted.	SOH/ LEGISLATIVE AUDITOR	STATE ETHICS COMMISSION	SEC
25660	ANNUAL SUMMARY OF INVENTORIES REPORT	PUBLIC -- Public access required.	SOH/ LEGISLATIVE AUDITOR	SOH/ LEGISLATIVE AUDITOR	LAO
26150	ANNUAL SUMMARY OF INVENTORIES REPORT	PUBLIC -- Public access required.	SOH/ LEGISLATIVE AUDITOR	STATE ETHICS COMMISSION	SEC
16693	ANNUAL SURVEY OF GOVERNMENT EMPLOYMENT	PUBLIC -- Public access required.	SOH/ LEGISLATIVE AUDITOR	SOH/ LEGISLATIVE AUDITOR	LAO
		CONFIDENTIAL/CONDITIONAL ACCESS -- Access permitted	SOH/	SOH/	

- **Using this report:** This report gives departments a vital tool for managing access to records. It tells if a record is:
  - **public** (public access required),
  - **confidential** (no public access permitted),
  - **confidential/conditional** (access permitted to public after segregation of information protected from disclosure by an applicable UIPA exception),
  - **confidential/conditional** (access permitted only to those persons, or under those conditions, described by specific statute), or
  - **undetermined**.

  Sort by **record name** (alphabetically), print, and keep for reference when the agency receives record requests. If the record is classified confidential/ conditional and requires segregation of protected information, the report can serve as a reminder to redact the protected information before disclosing the record.

  Sort by **access classification** to group all confidential records together, and all public records, for agency reference and review. Records showing undetermined classification will be grouped together for further review and determination.

  To view the **full record report** for any of these records, select the record number in the RSN column.

6. **RETENTION & OFFICER**
   Records by Retention and Officer Information Report

This report gives a list of a department's record names, with retention period and officer title and phone number for each record. It can be sorted alphabetically by record name or agency name, by record number, by retention period, and by officer title or office phone.

- At the welcome screen, **select the report**.

- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.

Records Report System Maintenance

Records by Retention and Officer Information Report

Choose Department	SOH/ ACCOUNTING & GENERAL SERVICES/ DAGS
Retention Code	All
Sort By	○ RSN ○ Retention ● Record Name ○ Officer Title ○ Officer Phone ○ Department ○ Agency Name

Run Report

- At the same screen, select the **retention** by clicking on the down arrow to the right of that field. Select "all" to bring up all department records, or select any of the retention periods in the list to limit the report to records with the retention period you select.

- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by retention, by record name, by officer title, by officer phone, by department, or by agency name.

- At the same screen, click on **"Run Report."**

- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.

Total count: 1562 as of August 6, 2004, 12:23 pm

RSN	RETENTION	RECORD_NAME	OFFICER_TITLE	OFF_PHONE	DEPARTMENT	AGENCY_NAME
27435	10 years	ABSTRACT OF BID RESULTS	PROCUREMENT OFFICER	586-0354	SOH/ ACCOUNTING & GENERAL SERVICES	PURCHASING BR/ PSD-1
34187	Permanent Retention	ACCESSION LOG (3/97)	SECTION HEAD	586-0327	SOH/ ACCOUNTING & GENERAL SERVICES	HISTORICAL RECORDS BR/ ARCH-4
27661	Not determined	ACCOUNTING AND GENERAL SERVICES ROUTE SLIP (FOR STUDENTS)	PERSONNEL OFFICER	586-0369	SOH/ ACCOUNTING & GENERAL SERVICES	SOH/ ACCOUNTING & GENERAL SERVICES/ DAGS
27405	3 years if audited, otherwise 6 years	ACCOUNTS RECEIVABLE LEDGERS	PROCUREMENT OFFICER	586-0567	SOH/ ACCOUNTING & GENERAL SERVICES	PURCHASING BR/ PSD-1
20787	3 years if audited, otherwise 6 years	ACCOUNTS RECEIVABLE LEDGERS	ADMINISTRATOR	586-0343	SOH/ ACCOUNTING & GENERAL SERVICES	AUTOMOTIVE MANAGE DIV/ AUTO-0
29796		ACQUISITION OF ARTWORK	CURATOR-APP	586-0304	SOH/ ACCOUNTING & GENERAL SERVICES	ART IN PUBLIC PLACES/ SFCA-2
20780	Permanent Retention	ACTION TO QUIET TITLE FOLDERS	LAND BOUNDARY SURVEYOR III	586-0380	SOH/ ACCOUNTING & GENERAL SERVICES	LAND SURVEY DIVISION/ LSD
30274	Until no longer administratively needed	ACTIVE AND INACTIVE PRICELIST	PLANNING AND PROJECT MANAGEMENT OFFICE	586-1920	SOH/ ACCOUNTING & GENERAL SERVICES	PLANNING & PROJECT MGMT OFFICE
20960	Not determined	ADABAS FILE PLAN	DATA PROCESSING SYSTEMS ANALYST	586-0583	SOH/ ACCOUNTING & GENERAL SERVICES	SYSTEMS & PROCED OFF/ SPO
20958	Not determined	ADABAS SECURITY REQUEST	DATA PROCESSING SYSTEMS ANALYST	586-0583	SOH/ ACCOUNTING & GENERAL SERVICES	SYSTEMS & PROCED OFF/ SPO
16790	Not determined	ADABAS UTILITY REQUEST	DATA PROCESSING SYSTEMS ANALYST	586-0583	SOH/ ACCOUNTING & GENERAL SERVICES	SYSTEMS & PROCED OFF/ SPO

- **Using this report:** This report gives departments another tool for managing records. It displays an inventory of the department's records with their retention periods. It can also be used to view a list of another department's records and retention periods.

  Sort by **record name** (alphabetically), print, and keep for reference to show the retention period and officer in charge of each record. Sort by **retention** as another reference tool. Records that show retention "not determined" can be reviewed and given a retention period, following the State's and department's retention procedures. Sort by **officer title** to show which records are assigned to that officer title.

  To view the **full record report** for any of these records, select the record number in the RSN column.
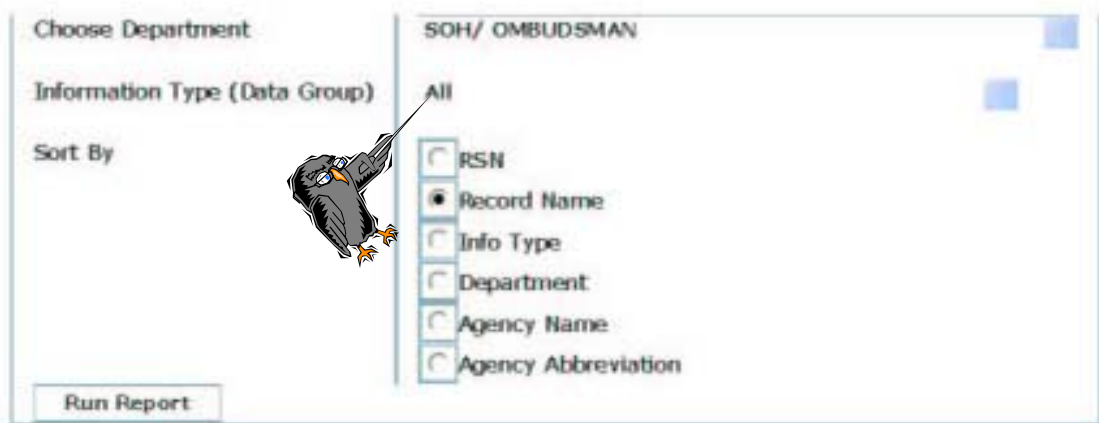
7. INFORMATION TYPE
Records by Information Type Report

This report gives a list of a department's record names, with the type of information contained in each record. It can be sorted alphabetically by record name or agency name or information type. Examples of information type include agency financial records, administrative records, budget, complaints, contracts, educational, health/medical, investigative records, personnel, and statistics, to name a few.

- At the welcome screen, **select the report**.

- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.

Records Report System Maintenance

Records by Information Type Report

Choose Department	SOH/ OMBUDSMAN
Information Type (Data Group)	All
Sort By	○ RSN ● Record Name ○ Info Type ○ Department ○ Agency Name ○ Agency Abbreviation

Run Report

- At the same screen, select the **information type** by clicking on the down arrow to the right of that field. Select "all" to bring up all department records, or select any of the information types in the list to limit the report to records with the information type you select.

- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by record name, by information type, by department, by agency name, or by agency abbreviation.

- At the same screen, click on **"Run Report."**

- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.

Records Report System Maintenance

Records by Information Type Report

Total count: 108 as of August 6, 2004, 12:43 pm

RSN	RECORD_NAME	INFO_TYPE	DEPARTMENT	AGENCY_NAM	ABBREV
1562	ANNUAL INVENTORY REPORT OF PROPERTY	Annual Reports	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
1780	ANNUAL OCCUPATIONAL INJURIES AND ILLNESSES SURVEY/OSHA	Health/Medical	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
34040	ANNUAL REPORT - OFFICE OF THE OMBUDSMAN	Annual Reports	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
1565	ANNUAL SUMMARY OF INVENTORIES REPORT	Agency Financial Records	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
1786	APPLICATION FOR LEAVE OF ABSENCE	Personnel	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
34041	APPLICATION FOR PARKING	Licensing/Permit	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
1784	APPLICATION FOR TRANSFER OF VACATION AND SICK LEAVE CREDIT	Personnel	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
10068	APPROPRIATION WARRANT	Agency Financial Records	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
1789	ATTENDANCE AND LEAVE RECORD	Personnel	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
1791	ATTORNEY GENERAL OPINION LETTER	Legal Advice/Litigation	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
34042	BACKGROUND & BASICS (A TRAINING GUIDE)	Educational	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
1538	BANK DEPOSIT/RECEIPT/TICKET	Agency Financial Records	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
1540	BANK STATEMENT	Agency Financial Records	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
34224	BUDGET	Administrative Records	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
10117	CANCELLED CHECKS	Agency Financial Records	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
10400	CAREER OPPORTUNITY (JOB ANNOUNCEMENT)	Personnel	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
33718	CASE CORRESPONDENCE	Legal Advice/Litigation	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
1576	CERTIFICATE OF DISPOSAL	Inter/Intra-Agency Communications	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
10123	CHECK REGISTER FOR PETTY CASH FUND	Agency Financial Records	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
33721	CLIENT CASE FILES	Complaints	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	
34044	COMPUTER SOFTWARE/PROGRAMS	Computer and Data Processing	SOH/ OMBUDSMAN	SOH/ OMBUDSMAN	

- **Using this report:** This report gives departments another tool for managing records. It displays an inventory of the department's records by information type. It can also be used to view a list of another department's records by information type.

  Sort by **record name** (alphabetically), print, and keep for reference to show the information type for each record. Sort by **information type** as another reference tool to group all personnel records, budget records, contracts records, investigative records, and so forth.

  To view the **full record report** for any of these records, select the record number in the RSN column.

8. **INDIVIDUALS**
   Records by Categories of Individuals Report

   This report gives a list of a department's record names, with the type or category of individuals about whom each record is maintained if the record is a "personal" record.

   It can be sorted alphabetically by record name, by agency name, or by category of individuals ("individual group"). Examples of categories of individuals include applicants, complainants, employees, taxpayers, patients, and program participants, to name a few.

   - At the welcome screen, **select the report**.

   - At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.

   - At the same screen, select the **individual group** (category of individuals) by clicking on the down arrow to the right of that field. Select "all" to bring up all categories, or select any of the categories in the list to limit the report to records with the category you select.

   - At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by record name, by individual group (category of individuals), by department, by agency name, or by agency abbreviation.

   - At the same screen, click on **"Run Report."**

- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.

Records Report System Maintenance

Records By Category of Individuals Report

Total count: 520 as of August 6, 2004, 12:51 pm

RSN	RECORD_NAME	INDIVIDUAL_GROUP	DEPARTMENT	AGENCY_NAM	ABBREV
33128	6EQUEST FORM	Program Participants	SOH/ AGRICULTURE	ANIMAL QUARANTINE SEC	AQS/INSPEC
28480	ACCIDENT INFORMATION AND REPORTING SYSTEM (AIRS)	Employees	SOH/ AGRICULTURE	PERSONNEL MGMT STAFF	PERMGMT
30544	ADVICE OF CONSTITUTIONAL RIGHTS	Subjects of Investigation	SOH/ AGRICULTURE	ANIMAL QUARANTINE SEC	AQS/INSPEC
30022	ADVISORY COMMITTEE ON PESTICIDES	Nominees	SOH/ AGRICULTURE	REGIS & ED SEC	AGRPIPESTRE
33125	AFFIDAVIT FOR EXPORT FROM THE STATE OF HAWAII	Program Participants	SOH/ AGRICULTURE	ANIMAL QUARANTINE SEC	AQS/INSPEC
18823	AGREEMENT FOR CONSULTANT SERVICES	Consultants	SOH/ AGRICULTURE	AQUACULTURE DEVELOPMENT PROGRAM	ADP
30538	AGREEMENT REGARDING HAZARDOUS MATERIALS	Loan Recipients	SOH/ AGRICULTURE	AGRICULTURAL LOAN DIV	AGLN
32582	AGREEMENT REGARDING HAZARDOUS MATERIALS	Loan Recipients	SOH/ AGRICULTURE	AGRICULTURAL LOAN DIV	AGLN
32583	AGREEMENT REGARDING HAZARDOUS MATERIALS	Loan Recipients	SOH/ AGRICULTURE	AGRICULTURAL LOAN DIV	AGLN
21946	AGRICULTURAL LANDS OF IMPORTANCE TO THE STATE OF HAWAII MAPS	Property Owners/Lessees	SOH/ AGRICULTURE	PLANNING & DEVELOPMENT OFFICE	PDO
22403	AGRICULTURAL PARKS	Applicants	SOH/ AGRICULTURE	PLANNING & DEVELOPMENT OFFICE	PDO
30092	AGRICULTURAL PARKS FILES	Property Owners/Lessees	SOH/ AGRICULTURE	AGRI RESOURCE MGMT DIV	ARMD
28479	AIRS INFORMATION UPDATE DATA	Employees	SOH/ AGRICULTURE	PERSONNEL MGMT STAFF	PERMGMT
30277	ANIMAL HEALTH RECORD	Program Participants	SOH/ AGRICULTURE	ANIMAL QUARANTINE SEC	AQS/INSPEC
30532	ANIMAL INDUSTRY COMPLAINT & SUMMONS	Program Participants	SOH/ AGRICULTURE	IMPORT SECTION	LDC/IMPORT
29946	ANIMAL INDUSTRY QUESTIONNAIRE	Program Participants	SOH/ AGRICULTURE	LIVESTOCK DISEASE CONTROL BR	LDC
29990	ANIMAL QUARANTINE - DAILY ACTIVITY LOG	Program Participants	SOH/ AGRICULTURE	IMPORT SECTION	LDC/IMPORT
29991	ANIMAL QUARANTINE - MONTHLY LOG	Program Participants	SOH/ AGRICULTURE	IMPORT SECTION	LDC/IMPORT
33095	ANIMAL QUARANTINE STATION WORKSHEET	Program Participants	SOH/ AGRICULTURE	ANIMAL QUARANTINE SEC	AQS/INSPEC
9929	ANNUAL SUMMARY AND TRANSMITTAL OF U.S. INFORMATION RETURNS	Taxpayers	SOH/ AGRICULTURE	ACCOUNTING SEC.	

- **Using this report:** This report gives departments another tool for managing records. It displays an inventory of the department's records by category of individuals about whom each record is maintained if the record is a "personal" record. It can also be used to view a list of another department's records by category of individuals.

  Sort by **record name** (alphabetically), print, and keep for reference to show the information type for each personal record. Sort by **individual group** (category of individuals) as another reference tool to group personal records. For example, the report can group all patient records, employee records, or applicant records.

  To view the **full record report** for any of these records, select the record number in the RSN column.

9. **MEDIA TYPES**
   Media Types by Record Name Report

This report gives a list of a department's record names, with the type of media (physical format) for each record. It can be sorted alphabetically by record name, by agency name, or by media type. Examples of media type include paper, computer disk, Internet, microfilm, and photograph, to name a few.

- At the welcome screen, **select the report**.

- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.

Records Report System Maintenance

Media Types by Record Name Report

Choose Department	SOH/ UNIVERSITY OF HAWAII/ UH
Media Type	All
Sort By	○ RSN ● Record Name ○ Media Type ○ Department ○ Agency Name ○ Agency Abbreviation

Run Report

- At the same screen, select the **media type** by clicking on the down arrow to the right of that field. Select "all" to bring up all media types, or select any of the types in the list to limit the report to records with the media type you select.

- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by record name, by media type, by department, by agency name, or by agency abbreviation.

- At the same screen, click on **"Run Report."**

- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.

Records Report System Maintenance

Media Types by Record Name Report

Total count: 391 as of August 6, 2004, 1:02 pm

RSN	RECORD_NAME	MEDIA	DEPARTMENT	AGENCY_NAM	ABBREV
36458	1031C, G, H-ACCRUED VACATION	Paper	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36459	1031F-ACCRUED SICK LEAVE BY FG, ACCT CODE, & NAME	Paper	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
25525	A REPORT ON REMEDIAL AND DEVELOPMENTAL INSTRUCTION	Paper	SOH/ UNIVERSITY OF HAWAII	INSTITUTIONAL RESEARCH OFFICE	UH/IRO
36239	ACADEMIC CALENDAR (1991-96, 1996-01, 2001-06)	Paper	SOH/ UNIVERSITY OF HAWAII	OFC OF VP FOR PLANNING & POLICY	UH/VP-PLAN
25424	ACADEMIC CROSSOVER STUDY, FALL	Paper	SOH/ UNIVERSITY OF HAWAII	INSTITUTIONAL RESEARCH OFFICE	UH/IRO
36237	ACADEMIC PROGRAM ACTIONS	Paper	SOH/ UNIVERSITY OF HAWAII	OFC OF VP FOR PLANNING & POLICY	UH/VP-PLAN
36126	Accounting Report - HPSL/NSL Consolidated (03510-03530)	CD Rom / Optical Disk	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36127	Accounting Report - HPSL/NSL Consolidated (03540-03550)	CD Rom / Optical Disk	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36128	Accounting Report - NDSL/INST Consolidated (03570-03579)	CD Rom / Optical Disk	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36130	Accounting Report - NDSL/INST Consolidated (03580-03589)	CD Rom / Optical Disk	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36125	Accounting Report - NDSL/INST Consolidated System	CD Rom / Optical Disk	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36131	Accounting Report - NDSL/INST Program Sort (03570-03591)	CD Rom / Optical Disk	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36225	Acquisition Report	Microfiche	SOH/ UNIVERSITY OF HAWAII	FINANCIAL MANAGEMENT	UH/FIN-MGT
36247	ANNUAL FALL DISTANCE LEARNING OFFERINGS & ENROLLMENT REPORT	Paper	SOH/ UNIVERSITY OF HAWAII	OFC OF VP FOR PLANNING & POLICY	UH/VP-PLAN
36265	Annual Inventory Verification Report	Paper	SOH/ UNIVERSITY OF	FINANCIAL MANAGEMENT	UH/FIN-MGT

- **Using this report:** This report gives departments another tool for managing records. It displays an inventory of the department's records by media type (physical format). It can also be used to view a list of another department's records by media type.

  Sort by **record name** (alphabetically), print, and keep for reference to show the media type for each personal record. Sort by **media** as another reference tool to group all paper records, records on computer disk, records on the Internet, and so forth.

  To view the **full record report** for any of these records, select the record number in the RSN column.

10. UIPA LAWSUITS
Lawsuits Regarding UIPA

This report gives statistical information, by year and by department, for lawsuits related to Hawaii's public records law, the UIPA. It indicates, for any given year, the number of UIPA lawsuits filed against a department, and the number for which access to the record or records was granted.

- At the welcome screen, **select the report**.

- At the next screen, you can **view and print** the report. This report, unlike the others, is a full report for **all departments** and years reported by the departments. You can sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the years reported. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.

Records Report System Maintenance

Lawsuits Regarding UIPA

Total count: 27 as of August 6, 2004, 1:06 pm

YEAR	LAWSUITS_FILED	ACCESS_GRANTED	DEPARTMENT
2003	1	0	SOH/ HEALTH
2002	0	0	SOH/ HEALTH
2001	0	0	SOH/ HEALTH
2000	0	0	SOH/ HEALTH
1999	0	0	MAUI/ DEPT OF FINANCE
1999	0	0	MAUI/ DEPT OF PLANNING
1999	0	0	SOH/ HEALTH
1999	0	0	SOH/ LEGISLATIVE AUDITOR
1999	1	0	SOH/ PUBLIC SAFETY
1998	0	0	SOH/ EDUCATION
1998	0	0	SOH/ HEALTH
1998	0	0	SOH/ LEGISLATIVE AUDITOR
1998	0	0	SOH/ PUBLIC SAFETY
1997	0	0	SOH/ EDUCATION
1997	0	0	SOH/ HEALTH
1997	0	0	SOH/ LEGISLATIVE AUDITOR
1996	0	0	SOH/ HEALTH
1996	0	0	SOH/ LABOR & INDUSTRIAL RELATIONS
1996	0	0	SOH/ LEGISLATIVE AUDITOR
1996	0	0	SOH/ PUBLIC SAFETY
1995	0	0	HONOLULU/ CITY COUNCIL
1995	0	0	HONOLULU/ DEPT OF AUDITORIUMS
1995	0	0	MAUI/ DEPT OF FINANCE
1995	0	0	SOH/ HEALTH
1995	0	0	SOH/ HUMAN RESOURCES DEVELOPMENT
1995	0	0	SOH/ LABOR & INDUSTRIAL RELATIONS
1995	0	0	SOH/ LEGISLATIVE AUDITOR

- **Using this report:** This report gives a quick statistical look at UIPA litigation throughout the State, by department, over a number of years, back to 1995.

  The report shows the pukas that departments need to fill by updating their UIPA lawsuit statistics on the RRS. For many departments, a given year will show no lawsuits filed, but departments still need to report their UIPA lawsuit statistics for these years, and each year back to 1995.

NOTES